

Child Record Admission Forms Instructions

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Authorization/Denial to Obtain or Release Information and Records

Use:

- To obtain the resident's consent to obtain information from or give information to relevant persons, programs, or organizations (including IHR, DSS, and DTA) wishing to receive or disclose relevant and specific information about the resident's child.
- This is a release form that can be used in place of the Consent for the Release of Confidential Alcohol or Drug Treatment Information.
- A release form can be used at any time during the child's stay when information needs to be obtained or released.
- Either on the release itself or on the documents that the program is releasing "No Redisclosure" should be stamped to remind the receiving party that the information should not be disclosed by them to another party.

Specialization/Enhancements:

- This form can also be used to release information contained in the child's record.
- This form provides options for information that is or is not to be released.
- This form provides a place to document that the resident refused to authorize communication with another person, program, or organization.

- In the event that a release is revoked, a line may be drawn across the page and “release revoked” should be written with a date and signature.

Regulatory Components that should not be deleted when tailoring to your program:

- It is strongly recommended that all staff attend a confidentiality training.
- Family specific information is privileged and confidential and shall be made available according but not limited to 42 CFR Part 2, as amended. A consent to release of information is required to be signed by resident when program’s release or obtain any information on his/her child. According to page 9 of the guidelines, releases must contain the following:
 - The name of person/program permitted to make the disclosure.
 - The name of the person/program which the disclosure is to be made.
 - The name of the family member.
 - The purpose of the disclosure.
 - How much and what type of information to be disclosed.
 - The signature of the resident.
 - The date consent is signed.
 - The date or event upon the consent will expire.
- A statement of consent is subject to revocation at any time, except to the extent that the program/person, which is to make the disclosure, has already acted in reliance to it.

Child Admission Form

Use:

- This form can be used as a data gathering tool for the formulation of the Family Service Plan.
- This form gathers a comprehensive child history and can be used to assess a child’s service needs.

Specialization/Enhancements:

- “A Picture of Your Child in Words” is attached. This form does not have to be fully completed at admission. It can be discussed many times with the resident until it is finished.

Regulatory Components that should not be deleted when tailoring to your program:

- Currently the DPH, BSAS guidelines require that information on children be gathered; however, no specific information has been identified. It is recommended that the providers obtain information on children, as they are already doing the work with the children and will need this information in order to make appropriate referrals.

- This Child Admission Form is an example for providers to use and amend as they see fit or they may use their own.

Consent for Release of Confidential Alcohol or Drug Treatment Information

Use:

- To obtain the resident's consent to obtain information from or give information to relevant persons, programs, or organizations (including IHR, DSS, and DTA) wishing to receive or disclose relevant and specific information about the resident's child.
- This is a release form that can be used in place of the Authorization / Denial to Obtain or Release Information and Records.
- A release form can be used at any time during the child's stay when information needs to be obtained or released.
- Either on the release itself or on the documents that the program is releasing "No Redisclosure" should be stamped to remind the receiving party that the information should not be disclosed by them to another party.

Specialization/Enhancements:

- In the event that a release is revoked, a line may be drawn across the page and "release revoked" should be written with a date and signature.
- This form can also be used to release information contained in the child's record.

Regulatory Components that should not be deleted when tailoring to your program:

- It is strongly recommended that all staff attend a confidentiality training.
- Family specific information is privileged and confidential and shall be made available according but not limited to 42 CFR Part 2, as amended. A consent to release of information is required to be signed by resident when program's release or obtain any information on his/her child. According to page 9 of the guidelines, releases must contain the following:
 - The name of person/program permitted to make the disclosure.
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 - The name of the family member.
 - The purpose of the disclosure.
 - How much and what type of information to be disclosed.
 - The signature of the resident.
 - The date consent is signed.

- The date or event upon the consent will expire.
- A statement of consent is subject to revocation at any time, except to the extent that the program/person, which is to make the disclosure, has already acted in reliance to it.

Family Shelter Child Record Check Sheet

Use:

- This check sheet can be used at admission as a quality assurance tool to ensure that all forms are included in the child record.
- This check sheet can be placed in front of the child record and referred to throughout child's stay.
- This check sheet can also provide a suggested layout and organization of the record.
- Staff should sign their initials in the initials column after administering each form and placing it in the child record.
- The auditor can then verify that all record components are completed and signed to meet regulatory requirements before signing the bottom of this check sheet.

Specialization/Enhancements:

- Some of the items listed on the check sheet are not included in the Family Shelter Child Model Record. The check sheet gives triggers for the following items to be added to the record: Admission and Discharge MIS and a Biopsychosocial from outpatient treatment provider.

Regulatory Components that should not be deleted when tailoring to your program:

- Although this check sheet is not required by the guidelines, the team strongly recommends using it to create a complete record.
- This check sheet can be tailored to meet your program's needs. Please make sure when tailoring that you adhere to the *Massachusetts Department of Public Health, Bureau of Substance Abuse Services Family Substance Abuse Shelter Guidelines (October 27, 1998)*.

Guidelines Regarding Sick Children

Use :

- This form is used to outline program policies regarding sick children.

Specialization/Enhancements:

- None.

Regulatory Components that should not be deleted when tailoring to your program:

- Although this form is not required by the DPH, BSAS guidelines, programs must inform residents of program requirements for participation, obligations, and program rules.
- This is an optional form.

Kid's Rules

Use :

- This form is used to outline the expectations of acceptable child behavior while at the program.

Specialization/Enhancements:

- This form can be tailored to meet your program's needs.

Regulatory Components that should not be deleted when tailoring to your program:

- Although this form is not required by the DPH, BSAS guidelines, programs must inform residents of program requirements for participation, obligations, and program rules.
- This is an optional form.

Teenage Policy

Use :

- This form is used to outline the expectations of acceptable teenage behavior while at the program.

Specialization/Enhancements:

- This form can be tailored to meet your program's needs.

Regulatory Components that should not be deleted when tailoring to your program:

- Although this form is not required by the DPH, BSAS guidelines, programs must inform residents of program requirements for participation, obligations, and program rules.
- This is an optional form.